

Nutrition Project Council Agenda Jefferson County

In-person meeting only

Jefferson County Human Services is inviting you to a scheduled meeting.

Human Services Building

Aztalan Room

1541 Annex Rd.

Jefferson, WI 53549

Date: Tuesday October 27, 2026

Time: 2:00p.m.

Committee Members: Frankie Fuller – Chair, Bonnie Bull, Mary Roberts, Sara Ariss, Mary Jo Shackelford, Mary Ann Zwaska, Kathy Mauer.

1. Call to order
2. Roll call (establish of a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the Nutrition Project Council Minutes from 7/28/2026
6. Communication
7. Public Comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Presentation of Nutrition Project Council Power Point
9. Discussion of Nutrition Program Staff and Volunteer Update
10. Discussion of Nutrition Program Updates
11. Discussion of Possible Future Agenda Items
12. Adjourn

Future Meeting dates (last Tuesday of the month):

January 26, 2027

April 27, 2027

July 27, 2027

November 30, 2027

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**Jefferson County Nutrition Project Council
Minutes of Meeting**

7/28/2026

Call to order

Mary Ann called the meeting was called to order at 2:28 p.m.

Roll call (establish of a quorum)

Present: Bonnie Bull, Mary Ann Zwaska, Sara Ariss, and Mary Jo Shackleford

Also Present: ReBecca Schmidt, Kimberly Lafler, Kelly Horton, Kathy Mauer

Certification of compliance with Open Meetings Law

It was determined that the committee was in-compliance with Open Meetings Law.

Approval of the agenda

A motion to approve the agenda by Sara Ariss, seconded by Mary Jo Shackleford. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 4/28/2026.

A motion to approve the minutes was made by Sara Ariss. Seconded by Mary Ann Zwaska. The motion was approved unanimously.

Communication

None.

Public Comment

None

Presentation of Nutrition Project Council Power Point. An overview of the Nutrition Project Council was given for the group.

Discussion and possible action of Kathy Mauer to join Nutrition Project Council. A motion to approve Katy joining NPC made by Sara Ariss, seconded by Mary Ann Zwaska. Next steps of Human Service approval then passed to the County Council.

Presentation of Nutrition Project Council Power Point No current waitlist on any route. Meal costs are currently down but there was no service on Friday July 3 due to holiday so this may go up again soon. Senior Farmers Market vouchers only have one left in office. We will have updates by April 2027 on efforts of 2026 season.

Nutrition Program Staff and Volunteer Updates. Meal assessor position has been posted with one applicant. Jefferson site manager position has been filled by Fred Weiss. Lake Mills site manager position is posted with two current applicants. There is always openings for new volunteers. Discussion of making volunteer packets as kitchen and driver documentation separated as it is too overwhelming as one packet.

Discussion of Nutrition Program Updates. Lake Mills move to Club 55 was a success. With the Lake Mills site manager position open as well as Meal Assessor position open there is a need to make Lake Mills and Waterloo routes go to Monday/Wednesday/Friday temporarily with Lake Mills In Person to be served on Wednesdays only until staffing can be filled and trained. With the Meal Assessor position open this also caused our home delivered meal applicants to have an extension on when they will receive a return phone call to assess their needs for Home Delivered services from 3 days to 5 days post initial phone call for request of services.

By Laws & Orientation Manual was approved from April meeting.

Discussion of Possible Future Agenda Items. Possible changes to In Person mealtimes and how to be consistent at all locations. Currently dependent on all duties completed in the work shifts of Site Managers.

Adjourn

A motion to adjourn the meeting by Bonnie Bull, second by Sara Ariss. The motion was approved unanimously, and the meeting was adjourned at 3:02 p.m.

Respectfully submitted,

Kimberly Lafler
Senior Nutrition Program Supervisor